



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO P11016.2E
LFM
10 JUL 1991

AIR STATION ORDER P11016.2E w/cn2


From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR STATION PROPERTY CONTROL

Ref: (a) UM 4400-15
(b) UM 4400-124

Encl: (1) Locator Sheet

1. Purpose. To establish policy and standard operating procedures for the management and control of garrison property used to support units located at Marine Corps Air Station, Cherry Point, in accordance with references (a) and (b).
2. Cancellation. AirStaO P11016.2D.
3. Summary of Revision. This revision contains major modifications and a substantial number of changes and must be completely reviewed.
4. Recommendation. Recommendations concerning this manual are invited and should be submitted to the Commanding General, Marine Corps Air Station, (Attn: Code LF), Cherry Point via the appropriate chain of command.
5. Applicability. Having received the concurrences of the Commanding General, 2d Marine Aircraft Wing; Commanding Officers, Naval Aviation Depot, Naval Hospital, MAG-41 Detachment C, and Combat Service Support Detachment 21, 2d Force Service Support Group, this order is applicable to those commands.
6. Certification. Reviewed and approved this date.


D. T. SAVAGE
D. T. SAVAGE
Chief of Staff

DISTRIBUTION: A-2 plus SPCO (100) and LF (10)



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStao P11016.2E Ch 1
LFMP
16 Mar 1992

AIR STATION ORDER P11016.2E Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR STATION PROPERTY
CONTROL

1. Purpose. To direct pen changes to the basic Manual.

2. Action

a. 'Change Management Assistance Office (MAO) to read Director of Facilities throughout the order.

b. On page C-1, under "ACCT #" add "17" and under "UNIT" add "PSD-32."

c. On page C-2, "ACCT# 84", change "H&HS-32" to read "MALS-32."

d. On page C-2, Barrack Accounts, under "ACCT #" add "CM" and under "UNIT" add "SNCO Billeting."

3. Summary of Changes. The changes reflect realignment of the Office Labor Saving Devices function and responsibilities from the Management Assistance Office to the Director of Facilities.

4. Filing Instructions. This change transmittal will be filed immediately behind the signature page of the basic Manual.

5. Certification. Reviewed and approved this date.


Chief S&V Staff

DISTRIBUTION: A-2 plus SPCO (100) and LF (10)

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LOCATOR SHEET

Subj: Standing Operating Procedures (SOP) for Station Property
Control

Location: _____
(Indicate the location(s) of the copy(ies) of the Manual)

Enclosure (1)

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RECORDS OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

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SOP FOR STATION PROPERTY

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SOP FOR STATION PROPERTY

CHAPTER 1

GENERAL

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SOP FOR STATION PROPERTY CONTROL

CHAPTER 1

GENERAL

1000. SCOPE

1. This manual provides procedures for the control and maintenance of all garrison property and equipment furnished to the Marine Corps Air Station (MCAS), Cherry Point, Second Marine Aircraft Wing (2d MAW) units, and other tenant units.

2. The essential features of these procedures are:

a. Acquisition, accountability, maintenance, and disposition of MCAS garrison property and equipment, including Table of Equipment (T/E) items for MCAS units, will be accomplished by the Station Property Control Officer (SPCO), unless otherwise excepted by this Order. The accountable records for plant property will be maintained by the Comptroller and custodial records will be prepared by the Facility Development Department, or the unit Garrison Property Responsible Officer (GPRO) as per AirStaD 11016.3.

b. The Supported Activities Supply System (SASSY) mechanized supply management system will be utilized, with modifications, by the SPCO in controlling and accounting for all nonexpendable nonconsumable and certain expendable MCAS property within the scope of this manual, except for plant property which is controlled by the Comptroller in accordance with AirStaD 11016.3.

1001. MISSION. The Station Property Control Branch is responsible for providing garrison supply support to all Station and Fleet Marine Force (FMF) units for supplies of non-Servmart or Shop Stores type, and control of certain expendable nonconsumable and nonexpendable type items in use within the MCAS units, except repair parts.

1002. USE OF TAM EQUIPMENT BY STATION ORGANIZATIONS. Table of Authorized Materials (TAM) type equipment, regardless of supply category, will be used by MCAS organizations when one or more of the following circumstances exist:

a. The equipment is essential for the accomplishment of assigned missions in support of Station unit.5 or the Selected Marine Corps Reserves (SMCR).

b. The equipment is authorized by USMC T/E 8411.

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c. Like equipment of a compatible nature is not available from a commercial vendor.

1003. STOCKAGE OF SUPPLIES

1. Nonexpendable garrison property will not be stocked in excess quantities by units aboard the Station. Those quantities authorized by the unit's Consolidated Memorandum Receipt (CMR) are authorized to be on hand and those assets are to be "in use" at all times. Expendable items issued by Station Property Control and required by using units will be requisitioned for immediate issue and use.

2. The SPCO will not normally maintain stocks of nonexpendable property except those stocks resulting from turn-ins of excess by the using units. All valid requests will be filled from available stocks without charge to the requesting unit. Items not in stock will be requisitioned by Station Property Control from the appropriate supply source as the availability of funds permit.

1004. PROCUREMENT OF EQUIPMENT/SUPPLIES BY STATION PROPERTY CONTROL BRANCH

1. The primary source of supply for garrison property and supplies will be requisitions placed on the supply system and/or through contracts established by the Contracting Department for the SPCO.

2. Alternate sources of garrison equipment and supply may be utilized when authorized and beneficial to the Command, e.g.:

a. Excess property that becomes available through redistribution from other commands.

b. Excess property available through the Defense Reutilization and Marketing Office (DRMO).

3. It is essential that maximum utilization of the excess program be effected in the interest of supply economy; however, in accordance with the current edition of MCO 4500.11, Instructions for Disposition/Utilization of Excess Personal Property, and to ensure that monetary savings are factual, the following procedures will apply when requisitioning excess garrison property from the DRMO:

a. Any DRMO excess garrison property desired by the using unit will be reported to the SPCO by national stock number (NSN), location in DRMO, and turn-in document number(s) in accordance with ABO 4570.3B. The unit commanding officer/officer in charge will submit written justification to the SPCO explaining why the particular equipment is required along with a Modification of Allowance (MOA).

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b. The SPCO will ensure that a valid requirement exists for the desired property and that the capability to maintain the equipment exists prior to requisitioning the item(s) from DRMO. Procurement of office labor saving devices (OLSD) shall be validated by the ~~Management Assistance Office (MAO)~~ prior to requisitioning the item(s). ~~Director of Facilities~~

c. When appropriate, limited technical inspections (LTIs) and/or physical inspections will be conducted by Station Property Control representatives to validate the condition/life expectancy of the desired equipment.

d. If the desired DRMO excess property is found to be serviceable, maintenance support for the equipment is available, and the requirement is valid, the SPCO will requisition the desired equipment from the DRMO and issue it to the using unit.

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CHAPTER 2

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CHAPTER 2

INVENTORY CONTROL PROCEDURES FOR GARRISON PROPERTY

2000. GENERAL

1. It is the responsibility of the using unit commander/officer in charge to have on hand only those quantities of garrison property required while the unit is in garrison. The officer in charge or NCOIC of Station Property Control will be the using unit point of contact for garrison property requirements.

2001. LOADED UNIT ALLOWANCE FILE (LUAF)

1. Allowances listed on the Station Property Master Consolidated Memorandum Receipt (CMR) Roll-up Report for garrison property items are established based on using unit requirements to support operations while in garrison. Allowances for garrison property will be established between the using unit and the Station Property Control Officer in accordance with MCO 10160.8B, dependent upon space utilization and funding availability. In the case of office labor saving devices (OLSD) or printing/copying equipment, this justification must be based on T/O requirements, and requests for additional or upgraded office labor saving devices or printing/copying equipment must be substantiated by the ~~Management Director of Facilities Assistance Officer~~. Request for office labor saving devices (OLSD) or printing/copying equipment will be submitted to the SPCO via MAO (see Figure 5-13). Request for garrison OLSD equipment from 2nd MAW units shall be endorsed by the Wing Comptroller and the Wing Supply Officer prior to submission, as noted above. All request for automated data processing equipment and word processing equipment will be forwarded to the Director, Regional Automated Services Center (RASC) for appropriate action in accordance with ABO 5230.5A.

2. The LUAF is the means by which the Air Station Commanding General establishes and maintains the records of authorized MCAS property allowances. The SPCO is responsible for the continuing maintenance and review of allowance assets and requirements loaded to the RUAF.

3. The LUAF is updated during the inventory update and will be maintained in accordance with UM 4400-124, FMF SASSY Using Unit Procedures.

2002. CONSOLIDATED MEMORANDUM RECEIPT (CMR)/RESPONSIBLE UNIT ALLOWANCE FILE (RUAF)

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1. The RUAF is the data base which produces the CMR and will be updated in accordance with UM 4400-124, FMF SASSY Using Unit Procedure.
2. The RUAF contains a record of authorized allowances.
3. The CMR is the means by which the SPCO controls all garrison property (less plant account items) in the hands of using units. The CMR will be produced semiannually (see appendix C), upon change of Garrison Property Responsible Officer (GPRO), and upon request of GPRO.
4. When the GPRO receives a new CMR, the on-hand balance and USMC serial numbers will be verified. The GPRO will then report to Station Property in order to sign and initial the original copy of the CMR. If discrepancies are noted by the GPRO, reconcile any differences that may exist by providing a list of CMR discrepancies. This action will be completed within 15 days from the day of dissemination by the SPCO.
5. Records at the responsible unit level will be kept to a minimum. Group property responsible officers must ensure that their records are maintained current on a day-to-day basis. One copy of the CMR with pending increases and decreases is required to be maintained at the unit level. The GPRO's copy of the CMR will be updated in pencil when required. Only when these records are maintained current will the RO be discharging his/her duties of supply management with effectiveness.
6. When using units require allowance changes to their CMR, the commanding officer/officer in charge will submit a request for allowance change, in letter format, to the Director of Facilities, Marine Corps Air Station, Cherry Point (Code LFM) (see Figures 2-1 and 2-2). The letter will reflect new items to be added, items to be deleted, or changes to current allowances. The letter will provide justification for all increases/decreases to current allowances and additions of new items of equipment.
7. Information appearing on the CMR will be utilized when requisitioning allowance type items.

2003. T/E MECHANIZED ALLOWANCE LIST (MAL)

1. The MAL for T/E 8411 will support the following units: Headquarters and Headquarters Squadron, Station Operations and Engineering Squadron, Naval Aviation Depot, and the Reserve Support Unit. The CMR's for units requiring T/E type items will be produced on a semiannual basis during the same cycle as the garrison property CMR (see appendix C).

2. Marine Corps controlled items will be identified by the appropriate controlled item code (CIC). The T/E items for which the Commanding General or the local unit commander desires local control will be identified in writing and a CIC of '2' loaded to the MAL.
 3. The information and procedures relating to the LUAF, RUAF, changes to the LUAF/MAL and RUAF/CMR, and maintenance of the MAL/CMR, will be as stated in UM 4400-124.
 4. Specific instructions relating to inventory control and reporting of Marine Corps controlled items are contained in the current editions of MCO F4400.82, Regulated/Controlled Item Management Manual, and MCO 4200.9J, Acquisitions and Control of Class 3 and 4 Plant Property (Station Property) and Organic (Minor) Property. Instructions pertaining to control and reporting of garrison mobile equipment are contained in the current editions of MCO 4200.9 and MCO P11240.106, Garrison Mobile Equipment.
2004. SPECIAL_ACCOUNTING_INSTRUCTIONS_FOR_PLANT_ACCOUNT_ITEMS
1. The Comptroller establishes and maintains the official plant account records of all Class 3 and 4 plant property in accordance with NAVCOMPT Manual, Volume 3, Chapter 6 and ASD 11016.3. Update of these records is based on the acquisition, and/or transfer, and disposition documents furnished by Station Property Control and/or GPRO'S. The GPRO will maintain custody records for all Class 3 and 4 plant property on the Plant Property CMR.

2. Station Property Control will ensure that all plant property is properly tagged and that a DD Form 1342 is filled out for each item of plant property received. This DD Form 1342 will then be forwarded to the Comptroller for inclusion in the official records. When plant account items are turned in at Station Property or transferred to another unit, the GPRO will ensure that the plant account identification number has been annotated in the remarks section of the turn-in/transfer document and appropriate copies furnished to the Comptroller (Plant Account Section). Proposed transfer of OLSD equipment from one unit to another will be forwarded to MAO for approval.
3. Request for replacements of Classes 3 and 4 plant property will be in accordance with the procedures outlined in Chapter 3 of this Manual and ASD 11016.3.

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UNIT HEADING

4400

Date

From: Commanding Officer/Officer in Charge
To: Director of Facilities (Code LFM), Marine Corps Air Station
Via: (Appropriate chain of command)

Subj: REQUEST FOR ALLOWANCE CHANGE IN GARRISON PROPERTY/MINOR
PROPERTY

Ref: (a) AirStaO P11016.2E

1. In accordance with the reference, an allowance modification for the below listed items of garrison property for account #----, with appropriate justification for each line item, is hereby submitted:

TAMCN	NSN	NOMENCLATURE	PRESENT ALLOWANCE	REQUESTED ALLOWANCE
-------	-----	--------------	----------------------	------------------------

Justification:

/Signature/

Note: Each individual item requested must have a justification statement. The statement " Submitted in accordance with SECNAVINST 10463.1A" must be included if requesting filing cabinets.

Figure 2-1--Sample Change of Allowance Request Letter

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UNIT HEADING

4400

Date

From: Commanding Officer/Officer in Charge
 To: Director of Facilities (Code LFM), Marine Corps Air Station
 Via: (Appropriate chain of command)

Subj: REQUEST FOR ALLOWANCE CHANGE IN TABLE OF EQUIPMENT (T/E)

Ref: (a) UM 4400-124

1. In accordance with the reference, an allowance modification for the below listed items of Table of Equipment (T/E) for account #___, with appropriate justification for each line item, is hereby submitted:

TAMCN	NSN	NOMENCLATURE	PRESENT ALLOWANCE	REQUESTED ALLOWANCE
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Justification:

/Signature/

Note: Each individual item requested must have a justification statement.

Figure 2-2--Sample Change of Allowance for T/E

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REQUISITIONING PROCEDURES

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CHAPTER 3

REQUISITIONING PROCEDURES

3000. GENERAL

1. This chapter establishes procedures for the using units to submit requisitions and cancellations to Station Property Control. In conjunction with these procedures, using units should develop desk top procedures outlining the basic responsibilities and task assigned the garrison property clerk.

3001. SOURCES OF SUPPLY

1. The means of submitting standard stock item requisitions to Station Property Control will be on a DD Form 1348 using Document Identification Code (DIC) ZOA with appropriate justification. OLSD requisitions will be requested on MCAS Form 10460/1, (Rev 2-89). (Sample Figure 5-13) These requests will be sent to the OLSD representative at the ~~Management Assistance Office~~ ^{Director of Facilities}, Stop 1. Nonstandard stock item requisitions or special project request will be submitted in letter form to the Director of Facilities (Code LFM) and will include the following: nomenclature, quantity, cost, specifications if applicable, source of supply, and detailed justification. Concurrently with the annual budget cycle for class 3 and 4 property, budget requirements for minor property will be requested from using units to identify budget deficiencies.

2. Requests for plant account items with a unit price of \$5,000 or more will be submitted to the Director Of Facilities (Code LFM). Procedures for requesting Class 3 and 4 Plant Property will be promulgated annually during the budget cycle.

3. Non-garrison property Stock Fund Account (SFA) Table of Equipment (T/E) items will be requisitioned through Station Property Control.

3002. PREPARATION OF REQUISITIONS

1. When requesting garrison property, the using unit will complete the applicable portions of the requisition (see card layout for DIC ZOA in Appendix B). In preparing the requisition, the required data may be typed, printed, or stamped. In any event, all data must be legible on all copies of the requisition. Prior to preparation of the requisition, the Station Property Control Master Header Information File (MHIF) will be reviewed to ensure that current and

accurate supply management data is entered.

2. Distribution of the requisition will be as follows:

- a. The original will be forwarded to Station Property Control.
- b. One copy will be furnished to the responsible unit concerned.
- c. The hard copy will be filed in a garrison property requisition file. The garrison property requisition file will contain copies of all pending requisitions submitted to Station Property Control. This file will be maintained in document number sequence and reconciled on a monthly basis with the Requisition Reconciliation Listing provided by Station Property Control.

3. Walk through requisitions may be submitted for urgent requirements directly to the Facilities Equipment Planning and Programming Division Head. Authority for final approval of walk through requisitions will rest with the Facilities Equipment Planning and Programming Division Head. If an issue is made, Station Property Control will insert the issue on the CMR during the next update. If Station Property Control cannot furnish the material as requested by the walk through, the requisition will be processed against the backorder file pending availability.

3003. RESPONSIBLE UNIT DEMAND LISTING

1. Monthly, the SPCO will provide all units with a listing of pending requisitions.
2. Responsible officers will be required to review the list of pending requisitions to determine if the requirement is still valid. The Responsible Unit Demand Listing (RUDL) will be reviewed and reconciled at the Station Property Control Office. Failure to return the RUDL will result in cancellation of all pending requisitions.

3004. MISCELLANEOUS REQUISITIONING PROCEDURES

1. All requisitions submitted to Station Property Control must be signed by the GPRO and include appropriate justification for the requirement. If the requirement exceeds current allowances, a modification of allowance must accompany the ZOA requisitions.
2. Requisitions for air conditioners and space heaters (except replacement) must be approved by the Station Energy Program Coordinator, Facilities Maintenance Department (Code LCU) via the appropriate chain of command prior to submission.

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3. Request for publications from Station units will be forwarded from the holder to the Station Adjutant, via the appropriate chain of command. Valid requests will be placed on order with Station Property and upon receipt will be issued directly to the Station Adjutant for distribution. Station Property will conduct back order reconciliations for publications with the Station Adjutant on a monthly basis.

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CHAPTER 4

ADDITIONAL DEMANDS LISTING AND RECEIPT PROCESSING

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CHAPTER 4

ADDITIONAL DEMANDS LISTING AND RECEIPT PROCESSING

4000. GENERAL

1. The Marine Corps Air Station receives its supply support from the Supply Directorate, MCAS, Cherry Point, North Carolina. An outstanding requisition list (ADL) is furnished to the customer on a monthly basis;. Working the Additional Demands List (ADL) and the BACKORDER (B/O) Listing is an **essential** function in the operation of a garrison property account. The SPCO must ensure that the ADL and B/O list properly reflect due in backorders for which a valid requirement exists.

2. With the submission of a requisition, a backorder is established if assets are **not** available for immediate issue. When funds become available, after screening DRMO, a requisition will be submitted to the Supply Directorate.

4001. RESPONSIBLE UNIT RECONCILIATION AND BACKORDER VALIDATION

1. The ADL will be reconciled by the Station Property clerk with the garrison property pending Backorder List upon receipt of a new ADL. Information appearing on the ADL will be matched against the pending garrison property additional demands for validity, e.g., NSN and quantity. Once an additional demand appears on the ADL, the duplicate copy filed in the pending demand file may be discarded. When the new ADL has been reconciled, the old ADL may be discarded; however, sound management may dictate its retention for record purposes.

2. The garrison property backorder list will be validated by the responsible unit on a monthly basis. Upon completion of the validation, a copy of the B/O lists with required actions noted will be filed in the Station Property Control Office and maintained for 12 months.

4002. RECEIPT PROCESSING. If any doubt exists as to whether an item was received from Station Property Control, the using unit may request a copy of the original issue document ("Proof of Delivery") from Station Property Control provided that the issue was made within the previous 12 months.

4003. DISCREPANCIES IN SHIPMENT. When material is received at the using unit, it will be verified against the shipping invoice to ensure that the item received actually corresponds to the item

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listed on the invoice. Equipment which is received still packed in the manufacturers shipping container will be checked for damage. New items which are found to be damaged when unpacked will immediately be reported to the SPCO by telephone and further unpacking will be suspended until approval is given by the SPCO. Packing cartons and materials from damaged items will not be discarded unless directed by the SPCO.

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CHAPTER 5

MISCELLANEOUS PROCEDURES

5000. ROLLBACK/TURN_IN_OF_MATERIAL_(DIC_BWA)/(DIC_A5J)

1. All excess serviceable garrison property within the using unit will be rolled back/turned in to the Station Property Control utilizing a DIC BWA issue to rollback transaction. The format contained in Figure 5-1 will be used for the rollback transaction. All unserviceable garrison property will be turned in utilizing a DIC A5J DRMO turn in transaction as shown in Figure 5-2. One document is required for each line item (NSN) being rolled back or turned in to Station Property Control.

2. In the event Station Property Control's material inspector determines that material being rolled back/turned in is beyond economical repair, Station Property Control warehouse personnel will prepare documentation for turn in to disposal (DIC A5J) and direct the using unit representative where to dispose of the material. The signed (by DRMO) A5J (Disposal Release Order) mat must be returned to the Station Property Control Office before any property records can be adjusted. This should occur immediately after delivery of the material to DRMO by the unit representative.

5001. PICK_UP_OF_MATERIAL_AT_STATION_PROPERTY_CONTROL

1. Each unit with a Station Property Control account will provide a Letter of Authorization to Station Property Control, authorizing individuals to receipt for material from Station Property Control. The format contained in Figure 5-3 may be used for this purpose and AirStaD P11016.2E authorizations will be updated at least once every six months, or as change dictates.

2. No individual will be allowed to receipt for material at Station Property Control unless their name appears on a current Letter of Authorization and they have a valid ID card in their possession.

5002. TRANSFER_OF_MATERIAL_BETWEEN_USING_UNITS

1. Transfer of garrison property is authorized without approval from the SPCD. For OLSD equipment, approval must be obtained from MAO.

2. The unit transferring the material (the losing unit) becomes responsible for hand delivering the necessary documentation for all

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units involved to the appropriate using unit manager at Station Property Control.

3. **Transfer.** of garrison property between using units will be effected in the following manner:-

a. Losing Unit. Prepare a transfer document (DIC A2A) to transfer the material accountability from one unit to the other. The A2A document number will be assigned by the gaining activity. The format contained in Figure 5-4 will be utilized for the transfer transaction.

5003. ADJUSTMENT TRANSACTIONS

1. Adjustment transactions DIC D8_ (gain) or D9_ (loss) will be prepared in accordance with the formats contained in Appendix B.

a. Inventory gain adjustment (D8B)/miscellaneous gain adjustment (DIC D8Z) will be prepared to report gains of material found on hand and not carried on the garrison property account. Serialized items, such as typewriters, must cite the serial number(s) gained. Every effort should be made to verify that the gain was not the result of some other transaction (e.g. A2A, BWA, receipt D6A) which failed to process or processed erroneously, before a D8_ is submitted.

b. Inventory loss adjustments (DIC D9B) and miscellaneous loss adjustments (DIC D9Z) will be prepared to report the loss of material not covered by other transactions. Every effort should be made to verify that the loss was not the result of some other transaction (e.g. BWA, A5J, A2A) which failed to process or processed erroneously, before a D9_ is submitted.

c. Inventory/miscellaneous adjustments with an extended money value of \$800 or more and nonexpendable items (serialized), will require approval by Director of Facilities before any adjustment may be made. The procedures relating to the requirements for the conduct of investigations contained in the current edition of MCO P4400.150, Consumer Level Supply Policy Manual, will be adhered to when processing adjustments with a dollar value of \$800 or more and for nonexpendable items. Adjustments for less than \$800 or expendable, noncontrolled items do not require investigative action, but will contain an explanatory note and the signature of the GPRO. SPCO has the authority to approve and process adjustments less than \$800 or expendable, noncontrolled items.

d. The original of inventory/miscellaneous adjustments will be

retained in the SPCO's voucher file. The Station Property Control clerk will update the MAL and CMR and a copy of the adjustment will be filed with the MAL pending adjustments.

2. Copies of all documents involving gain(s)/loss(es) of OLSD equipment will be forwarded to MAO, and the Supply Clerk (maintenance contracts) Facilities Development Department. for information by SPC.

5004. INVENTORY PROCEDURES

1. With centralized accounting and decentralized utilization of garrison property, **accurate** and **timely** physical inventories are essential. Controlled inventories are required for all assets carried on the balance record of Station Property Control.

2. Using units maintaining a garrison property account have the responsibility for conducting required inventories. Upon request, limited technical assistance for conducting inventories will be provided by the SPCO. The SPCO may provide inventory personnel to assist during the inventory. The SPCO will establish the cutoff dates for the inventories, and while inventories are in process, no transactions affecting the unit will be processed by Station Property Control.

3. There are two types of inventories which will be conducted involving garrison property:

a. Semiannual. All garrison property will be physically sighted and inventoried at least semiannually as per Figure 5-6. Change of unit GPRO inventories (if required during the year) will be utilized for this requirement, if at all possible. Upon completion of the inventory, the GPRO will sign the CMR; discrepancies will be reported to Station Property Control for processing. After they have been processed, all other transactions held and not processed during the inventory will be processed; these pending transactions should be validated by the GPRO prior to any adjustment submission.

b. Spot Inventories (COMCABEAST Search). A spot inventory is a one time physical inventory of selected items, not in conjunction with scheduled inventories. This **type** of inventory is required whenever a known or suspected difference occurs between the balance or? Station Property Control records and the using unit's CMR. Spot inventories may be initiated by the using unit or requested by Station Property Control.

4. Prior to beginning a wall-to-wall inventory, the using unit should obtain a current CMR to substantiate **current** on hand balances and serial numbers.

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5005. INVESTIGATIONS

1. When nonexpendable items of garrison property in the possession of a using unit becomes missing, destroyed, or damaged, the circumstances surrounding such **cases** will be reported to the using unit's GPRO who will initiate a request for an investigation (Figures 5-9 and 5-10) to the appropriate unit commanding officer authorized to initiate investigative action. The request will be in letter form and will include sufficient copies for each officer required to keep records of receipts, expenditures, and balances of garrison property on hand, including the SPCO. Procedures for Processing Contractors Claims within the Marine Corps, will ~~tie~~ be initiated by the SPCO. Materiel pending investigation will be held by the using unit pending disposition instructions.

2. Upon completion of the investigation into the circumstances surrounding the loss, damage, or destruction of garrison property, the unit commander conducting the investigation will forward the investigation to the Commanding General, MCAS (Attn: Director of Facilities) via the appropriate chain of command.

3. Upon receipt of the approved report of investigation, the SPCO will notify the using unit concerned of the action to be taken by letter and will carry out the approved recommendations which affect property under his/her cognizance. The SPCO will certify at the bottom of the last page of the report of investigation that disposition as directed has been accomplished and assign a voucher number to the investigation. When all required action has been completed, the signed copy of the approved report of investigation will be retained in the SPCO's voucher file. The MAD and supply clerk (Maintenance Contracts) Facilities Development Department will be notified of disposition of OLSD equipment.

4. Except as noted in the following paragraphs, the approved report of investigation will be used as the accounting document to drop all property listed on the report. The following items will not be dropped, but will be ruled out by red lines on the report of investigation:

a. Items that are to be repaired and retained on the property records of the using unit.

b. Items the government is reimbursed for by cash/checkage sale. Items of garrison property within this category will remain on the investigating unit's property records until cash/checkage action is effected by the unit.

5. When final disposition instructions have been received by the SPCO and the property appearing on the approved report of

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investigation does not involve DIC D7Y or D7P, a D9Z miscellaneous loss transaction will be used to drop the property from the Station Property Control records.

6. When disposition of the property appearing on the approved report of investigation involves the preparation of DICs D7Y or D7P, the following processing procedures will apply:

a. DZE Invoices. The GPRO's retained copy will be filed with the MAL and annotated with the report of investigation referenced in the remarks block of the transaction.

b. Checkage (DZY). Two extra copies of the individual's Checkage Form (NAVMC 6) will be prepared by the unit Supply Office. One copy will be attached to both the original and duplicate of the report of investigation involved. When the copy of the investigation and individual's checkage form is returned to the GPRO, it will be forwarded to the SPCD and used to drop property from the Station Property Control CMR.

c. Cash Sales (DZY). Completed NAVMC 6 Cash Sale documents will be attached to the report of investigation at the time of forwarding for approval (after approval by the unit commanding officer) and will be used by the SPCD to drop the property from the using unit's CMR.

5006. PROHIBITION OF REMOVAL OF GARRISON PROPERTY FROM MCAS CHERRY POINT

1. The Station Commanding General has the authority to authorize the use of garrison property during field exercises, which do not exceed sixty (60) days. Any required use of a longer nature will require prior approval from the Commandant of the Marine Corps. Garrison property WILL NOT BE TAKEN INTO THE FIELD OR REMOVED FROM THE CHERRY POINT AREA WITHOUT PRIOR APPROVAL. Units will submit their request for authorization, with complete justification, as follows:

- a. Furniture- Director of Facilities (Code LFM)
- b. Communications- Station CEO
- c. Office Labor Saving Devices- MA0
- d. ADPE- Officer in Charge, RASC

2. The appropriate department will initiate action in accordance with the instructions contained in the current edition of UM garrison property used during field exercises will be reimbursed by the using unit to the Station Comptroller.

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3. In order to insure that Station Property Control office machines are not inadvertently deployed or removed from the Cherry Point area and to guard against loss or damage which may occur while units are separated from their garrison property assets, all garrison property and plant account office machines will be turned in to the Station Property Control warehouse (Building 151). Machines will be turned in on the last working day prior to deployment. These items will be removed from the unit's CMR and will be reissued on request upon the unit's return from deployment.

5007. VOUCHER FILES

1. The official voucher file for all garrison property items is maintained by the SPCO. Integral to this file is the money value gain/loss notice (MVGLN) produced by the SASSY system.

a. The MVGLN is produced in an original and one copy. The original is maintained, with appropriate signatures, in the SPCO voucher file.

b. Other elements of the voucher file include cash collection vouchers, miscellaneous transactions (DIC's D7J, D7P, and Z2M), cash/checkage sale transactions, reports of investigations, letters of unserviceability (DIC WIR) with disposition instructions. The SPCO is required to maintain voucher files in accordance with this paragraph and will be guided by the instructions contained in UM 4400-15, Organic Property Control Procedures, and UM 4400-124, FMF SASSY Using Unit Procedure.

5008. CONTROL OF SMALL ARMS (STATION UNITS)

1. The Commanding Officer of Headquarters and Headquarters Squadron will appoint a Station Ordnance Officer to oversee control and accountability of small arms. He will also assign personnel to conduct required monthly inventories and report findings to the SPCO.

2. The SPCO is required to accomplish appropriate reporting to the Naval Weapons System Center, Crane, Indiana, in accordance with the current edition of MCO 8300.1, USMC Serialized Control of Small Arms System.

5009. ASSIGNMENT/RELIEF OF COMMANDING OFFICERS/OFFICER IN CHARGE

1. Relieving commanding officers/officer in charge will conduct necessary supply/garrison property inspections to assure themselves of the condition of material, records, and operating procedures. At

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a minimum, these inspections will include personal spot check of materiel on hand and personal examination of records and procedures sufficiently in detail to provide an evaluation of the accuracy of the records and efficiency of supply/garrison property operations.

2. This inspection will be completed by the commanding officer/officer in charge or designated representative thereof within 30 days after assumption of command, or as soon thereafter as circumstances permit.

3. Prior to relief, the commanding officer/officer in charge will furnish a certificate to the relieving commanding officer, indicating the status of supply/garrison property operations within the command. Any major deficiencies will be included in this certificate.

5010. ASSIGNMENT/RELIEF OF UNIT GARRISON PROPERTY RESPONSIBLE OFFICERS (GPRO)

1. When the assignment/relief of a unit GPRO is required, the commanding officer/officer in charge will submit a copy of the Letter of Appointment to the SPCO (see Figure 5-5). Individuals recommended for assignment as GPRO's will be an officer, staff noncommissioned officer, or civilian of equivalent rating, preferably with some supply experience, who are readily available within the activity/department and who are not scheduled for deployment or permanent change of station moves within six (6) months. The commanding officer/officer in charge will ensure there is no lapse between appointment/relief of GPRO's. The responsible officer should be an individual having administrative command or control or both over all personnel who will be assigned equipment. Responsible officers will not be assigned equipment or supplies used outside their span of control. Responsible officers will ensure that the following supply management principles are applied:

- a. Report all on hand equipment to the SPCO.
- b. Maintain assigned equipment in a ready-for-use and serviceable condition.
- c. Account for equipment issued or subcustodied and maintain a record of custody for such equipment. (SPCO has an automated program available to GPROs for sub custody records)
- d. Report changes to the account records to the SPCO within 15 days.

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e. Request necessary investigative or adjustment action in writing, for equipment abuse or loss to the commanding officer/officer in charge.

f. Conduct periodic inventories at least semiannually for all equipment assigned to the account.

g. Establish and conduct internal training programs to ensure all aspects of this order are followed.

2. The responsible officer will report all overages and shortages to the commanding officer/officer in charge prior to transferring the responsibility for the property to the responsible officer's successor. A copy will be submitted to the SPCO.

3. The relieving responsible officer will inventory all of the items appearing on the unit's CMR and make a careful inspection of the condition of the materiel.

4. The new and old responsible officers will conduct a joint inventory. When the relieving officer is satisfied that the property reflected on the CMR is physically on hand or properly accounted for, he will submit a Letter of Acceptance, as per Figure 5-7, and that individual will sign the original cover sheet to the CMR, which is maintained by the SPCO, thereby acknowledging receipt of the equipment concerned. This action will be taken within 1.5 days after assignment as a responsible officer. Request for extension to this time frame will be submitted to the commanding officer/officer in charge for adjudication. A copy will be submitted to the SPCO.

5. If the relieving officer is not satisfied with the condition of the records, supplies, personnel, or other matters coming to his attention, the relieving officer will immediately report the facts to the commanding officer/officer in charge, as per Figure 5-8, for such action as may be deemed necessary.

6. The current responsible officer will retain the responsibility for the items in charge until the original cover sheet of the CMR is signed by the new responsible officer and/or discrepancies are appropriately resolved.

7. During the period when the relieving unit GPRO is conducting the inspection and inventory of the account, the unit will be in a "frozen" status and will not, except for emergencies, be allowed to draw or turn in property. When an emergency exists, a letter signed by the commanding officer/officer in charge, with justification, will be submitted to the SPCO for action.

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8. Responsible officers will not, when it can be avoided, be detailed for duty which will separate that individual from the public property for which he is responsible.

9. If a responsible officer is detailed for such duty which temporarily separates him from such property, the GPRO will designate another responsible individual to take charge of, receive, and issue such property in the name of the temporarily separated responsible officer.

10. If there is no other individual available for such designation, the commanding officer/officer in charge will take personal charge of such property.

11. Any person taking charge of Government property under such circumstances assumes direct responsibility for the handling and disposition of all such property left to his charge and for the maintenance of the records thereof.

12. In the absence of the responsible officer due to temporary additional duty (TAD), leave, hospitalization, etc., extended beyond a period of 30 days, a regular transfer of property to another responsible officer will be made.

5011. ACCOUNTS IN "FROZEN" STATUS

1. From time to time, it may be necessary to place unit accounts in a "frozen" status for nonresponse to the requirements of this order or repeated requests from the SPCO.

2. Failure to submit an appropriate semiannual CMR by the stated deadline, without approved extension, is the primary reason for placing an account in a "frozen" status.

3. When an account is placed in this status, a letter will be forwarded to the commanding officer/officer in charge of the affected account stating the reason the action has been taken.

4. Unit's in a "frozen" status will not be allowed to submit requisitions or to receive issues until the required action has been taken.

5012. TEMPORARY LOANS TO USING UNITS

1. Request for temporary loan of any garrison property item must be submitted by letter to the SPCO at least five working days in advance of the requirement. Approval of temporary loans will depend on availability of the item(s) requested.

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2. Approved temporary loans will be made for a maximum of thirty days only and will not be approved beyond that limit. Request for loans of property to be used in the field or outside the confines of Marine Corps Air Station, Cherry Point, must be addressed to the Commanding General (Attn: Director of Facilities).

5013. AUTOMATED DATA PROCESSING EQUIPMENT. All automated data processing equipment (i.e. hardware, software) is controlled and managed by the Regional Automated Service Center (RASC) in accordance with ABO 5230.5A. The SPCO is the accountable officer for those items reported received/disposed or transferred.

5014. AREA CARPET/RUGS. Area carpets will be provided for the barracks as per ASD 10160.1. Area carpets will be supported for the administrative areas for the Commanding Officer, Executive Officer, and Sergeant Major only. All other requests will be handled on a case by case basis dependent upon availability from DRMO.

5015. BLINDS/DRAPERIES. Blinds must be included in a Military Construction Project in order to be authorized and consequently replacement of such blinds must be submitted as a Minor Construction Request. Draperies will be provided to those areas not supported by blinds if deemed detrimental to living/working conditions. Replacement of draperies is controlled by SPCO on a 7 year budget cycle. Cleaning of draperies is an annual process dependent upon budget restraints.

5016. COMMUNICATION EQUIPMENT. All Station communication equipment is controlled and managed by the Station CEO in accordance with ASD 2380.1. The SPCO is the accountable officer for those items reported received/disposed or transferred.

5017. SUITCASE CENTER FOLDING. All Officers and Staff NCO's assigned to the Marine Corps Air Station are authorized to request an initial issue or replacement issue as per Figure 5-11. Availability is dependent upon budget restraints.

5018. TRUNK LOCKER

1. Trunk lockers will neither be issued nor procured for personal use.

5019. SAFETY SHOE/BOOT

1. Military personnel assigned to the Marine Corps Air Station must complete a request as per Figure 5-12. Civilian employees must complete form MCAS 5100/12 and are regulated by ABO 5100.8.

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2. Regardless of status, no safety footwear is authorized for requisition/issue without prior approval of the Station Safety Officer. The SPCO is responsible for the coordination with unit administration sections to ensure appropriate entries are made.

3. Replacement issues are authorized on a yearly basis.

5020. REFRIGERATORS/MICROWAVES

1. Refrigerators BEQ 4.3 cu ft. and SNCO 9.3 cu ft. are authorized for Personnel Support Equipment only. Household refrigerators 9.5 cu ft. or larger are authorized in support of Station Housing and those areas that have been approved due to mission essentiality. No refrigerators will be issued to support any "soda mess" or any activity that would defer any MWR interest. Refrigerators are nondeployable.

2. Microwave ovens must be approved by the Station Food Service Officer and must be in support of operational commitments that preclude personnel from dining facility usage on a continuing basis.

5021. DEPLOYING UNITS

1. Responsible Officers are required to contact the SPCO 30 days prior to deployment. Facilities as well as property will remain in place unless directed otherwise.

2. Responsibility of equipment is inherent with command and as such release from responsibility should be forwarded via the appropriate chain of command.

3. Billeting areas should be addressed to the Station Housing Officer and Administration/Maintenance areas should be addressed to the Facilities Development Department.

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CC 1-3      DOCUMENT IDENTIFIER (USE BWA)
CC 8-20     NSN OR LSN (TAKEN FROM CMR)
CC 23-24    UNIT OF ISSUE (TAKEN FROM CMR)
CC 25-29    QUANTITY BEING TURNED IN
CC 30-35    ENTER MO0146 IF GARRISON PROPERTY, MO2002 FOR STATION
            UNITS DISPOSING OF T/E ASSETS
CC 36-39    CURRENT JULIAN DATE
CC 40-43    SERIAL NUMBER BEING USED FOR DOCUMENT (1ST TWO DIGITS
            WILL BE YOUR ACCT #)
CC 45-47    ACCOUNT NUMBER OF RO WHICH EQUIPMENT BELONGS
CC 71       CONDITION CODE OF MATERIAL BEING TURNED IN (A READY TO
            ISSUE (NEW), B-READY TO ISSUE (USED))
CC 74-80    UNIT PRICE OF ITEM BEING TURNED IN (TAKEN FROM CMR)
BLOCK A     RESPONSIBLE OFFICER AND UNIT ADDRESS
BLOCK B     STATION PROPERTY CONTROL, ACCOUNT 41
BLOCK E     TOTAL PRICE OF EQUIPMENT BEING TURNED IN
BLOCK U     TAM NUMBER OF ITEM BEING TURNED IN (TAKEN FROM CMR)
BLOCK X     NOMENCLATURE OF ITEM BEING TURNED IN (TAKEN FROM CMR)
BLOCK 1     SERVICEABLE EXCESS, REPLACEMENT NOT REQUIRED
BLOCK AA    CERTIFYING STATEMENT, SIGNED BY RO, AND ANY SERIAL
            NUMBER(S) OF ITEM(S)

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Figure 5-1.--Rollback/Turn In of Material

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SOP FOR STATION PROPERTY CONTROL

ASJ MP4 7110 00123456		EA 00001M 00146 0345 4101 SY2024		13 NAN		6346	
SHIPPED FROM Station Property DODACC (M00146)		SHIP TO DRMO (SY2024) MCAS CHERRY POINT NC		MARK FOR PROJECT		TOTAL PRICE DOLLARS - CENTS 6346	
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PRICE	UNIT WEIGHT	UNIT CUBE	UNIT CUBE	UNIT CUBE	UNIT CUBE
C	H	I	J	K	L	M	N
FREIGHT CLASSIFICATION NOMENCLATURE		FREIGHT RATE		DOCUMENT RATE		QUANTITY	
TAMCN KG0032 7110 01 X00 1234		C		D		E	
ITEM NOMENCLATURE		ITEM NOMENCLATURE		ITEM NOMENCLATURE		ITEM NOMENCLATURE	
1 CHAIR ROTARY WITH ARMS		2		3		4	
5		6		7		8	
9		10		11		12	
13		14		15		16	
17		18		19		20	
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53		54		55		56	
57		58		59		60	
61		62		63		64	
65		66		67		68	
69		70		71		72	
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85		86		87		88	
89		90		91		92	
93		94		95		96	
97		98		99		100	

CC 1-3 DOCUMENT IDENTIFIER CODE (USE ASJ)
 CC 4-6 ROUTING IDENTIFIER CODE (USE MP4)
 CC 8-22 NSN (GSA SYSTEMS NSN IF FOUND ON ITEM) (SEPARATE DOC'S FOR EACH) LEAVE IF GSA NSN IS KNOWN OR VISIBLE ON PROPERTY
 CC 23-24 UNIT OF ISSUE
 CC 25-29 QUANTITY BEING TURNED IN TO DRMO
 CC 30-35 ENTER M00146 IF GARRISON PROPERTY, M02002 FOR STATION UNITS DISPOSING OF T/E ASSETS
 CC 36-39 CURRENT JULIAN DATES
 CC 40-43 SERIAL NUMBER BEING USED FOR DOCUMENT (1ST TWO DIGITS WILL BE YOUR ACCT #)
 CC 45-50 ENTER "SY2024"
 CC 60-61 ENTER "13"
 CC 64 ENTER "N"
 CC 65 ENTER "A"
 CC 66 ENTER "N"
 CC 71 CONDITION CODE OF ITEM(S) BEING TURNED IN TO: UNSERVICABLE,
 CC 74-80 UNIT PRICE (TAKEN FROM CMR)
 BLOCK A STAT MON PROPERTY ACCOUNT #
 BLOCK B DRMO (SY2024), MCAS, CHERRY POINT, N.C.
 BLOCK E TOTAL PRICE (CC 74-80 X CC 25-29)
 BLOCK U TAMCN AND NSN (AS IT APPEARS ON CMR)
 BLOCK V SERIAL NUMBER(S) IF APPLICABLE
 BLOCK X NOMENCLATURE AS IT APPEARS ON THE CMR
 BLOCK 1 UNSERVICEABLE EXCESS
 BLOCK 4 REPLACEMENT REQUIRED OR REPLACEMENT NOT REQUIRED
 BLOCK 7-30 DO NOT WRITE IN THESE BLOCKS
 BLOCK AA CERTIFYING STATEMENT SIGNED BY THE RESPONSIBLE OFFICER

Figure 5-2--DRMO Turn in Document

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SOP FOR STATION PROPERTY CONTROL

(UNIT HEADING)

Marine Corps Air Station
Cherry Point, North Carolina (Zip Code)

4400
(File Code)
Date

From: Garrison Property Responsible Officer, Account #-----
To: Station Property Control Officer, Marine Corps Air Station,
Cherry Point

Subj: AUTHORIZATION TO RECEIPT FOR MATERIAL FROM STATION PROPERTY

Ref: (a) AirSta0 P11016.2__

1. In accordance with the reference, the personnel listed below are authorized to sign and receipt for garrison property for this unit in my name.

NAME	GRADE	SSN	SIGNATURE	PHONE#	BLDG#
------	-------	-----	-----------	--------	-------

(Signature of GPRO)

Figure 5-3--Sample Delegation of Authority Letter

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SOP FOR STATION PROPERTY

A2A		7420009876543		EA 00001		M00146		R Y99		A		150 00	
SHIPPED FROM Station Tester Account #99				SHIP TO Station Repro Account #100				MARK FOR PROJECT		TOTAL PRICE DOLLARS		150 00	
WAREHOUSE LOCATION		TOTAL OF UNIT		UNIT WEIGHT		UNIT CUBE		V F C		M F C		FREIGHT RATE	
F		G H		I		J K		L		N O		P O R S	
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED				FREIGHT CLASSIFICATION NOMENCLATURE								V	
T				TAMCN KG001									
W				ITEM NOMENCLATURE									
				TYPEWRITER									
SELECTED BY AND DATE				TYPE OF CONTAINERS		TOTAL WEIGHT		RECEIVED BY AND DATE		INSPECTED BY AND DATE			
PACKED BY AND DATE				NO OF CONTAINERS		TOTAL CUBE		WAREHOUSED BY AND DATE		WAREHOUSE LOCATION			
REMARKS				I certify that all of the above information is taken from the CMR.				Ser# 673023441? and/or M.P.# M06713					
RN				CC				DD				EE	
14 B/LADING, AWB OR RECEIVER'S SIGNATURE (AND DATE)				15 RECEIVER'S DOCUMENT NUMBER									

CC 1-3 DOCUMENT IDENTIFIER CODE (A2A)
 CC 8-20 NSN OR LSN (TAKEN FROM CMR)
 CC 23-24 UNIT OF ISSUE (TAKEN FROM CMR)
 CC 25-29 QUANTITY BEING TRANSFERRED
 CC 30-35 ENTER M00146 IF GARRISON PROPERTY, M02002 FOR STATION UNITS DISPOSING OF T/E ASSETS
 CC 36-39 CURRENT JULIAN DATE
 CC 40-43 DOCUMENT NUMBER ASSIGNED BY GAINING ACTIVITY
 CC 45-50 ACCOUNT NUMBER OF LOSING UNIT
 CC 71 CONDITION CODE OF MATERIEL BEING TRANSFERRED A: READY TO USE
 CC 74-80 UNIT PRICE OF ITEM BEING TRANSFERRED
 BLOCK A UNIT AND ACCOUNT NUMBER ITEM BEING TRANSFERRED FROM
 BLOCK B UNIT AND ACCOUNT NUMBER ITEM WAS TRANSFERRED TO
 BLOCK E TOTAL PRICE OF EQUIPMENT BEING TRANSFERRED
 BLOCK U TAMCN OF ITEM BEING TRANSFERRED (TAKEN FROM CMR)
 BLOCK V SERIAL NUMBER(S) AND MINOR PROPERTY #(S) IF APPLICABLE
 BLOCK X NOMENCLATURE OF ITEM BEING TRANSFERRED (TAKEN FROM CMR)
 BLOCK 1 SERVICEABLE EXCESS, NO REPLACEMENT REQUIRED
 BLOCK 7 SIGNATURE OF RECEIVING RESPONSIBLE OFFICER
 BLOCK AA CERTIFYING STATEMENT SIGNED BY LOSING RESPONSIBLE OFFICER

Figure 5-4--Transfer Between Using Units

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SOP FOR STATION PROPERTY CONTROL

(UNIT HEADING)

Marine Corps Air Station
Cherry Point, North Carolina IZip Code

4400
(File Code)
Date

From: Commanding Officer/Officer in Charge

To: _____
(Name) (Rank) (SSN) (Phone #(s))

Subj: APPOINTMENT/RELIEF OF RESPONSIBLE OFFICER FOR MINOR PROPERTY,
AND GARRISON PROPERTY FOR ACCOUNT NUMBER ()

Ref: (a) AirStaO P11016.2E

1. Effective this day, _____, and in accordance with the
reference, paragraph 5010, you are hereby appointed as responsible
officer for this activity vice _____
(Name) (Rank) (SSN/MOS)

2. A joint inventory will be held with the responsible officer
being relieved (if circumstances permit), of all items appearing on
the Consolidated Memorandum Receipt (CMR) held by the Station
Property Control Branch, Building 151. A careful inspection of the
property on charge to this command will be made. When you are
satisfied that the property on charge to this command is physically
on hand or properly accounted for, submit a letter of acceptance and
you will sign the original CMR maintained by the Station Property
Control Officer, Building 151, MCAS, Cherry Point, thereby
acknowledging receipt of the equipment concerned. This action will
be taken within 15 days from the date of appointment.

3. If you are not satisfied with the condition or availability of
the equipment, records, or other matters coming to your attention,
you will immediately report the facts to the commanding officer for
investigative action as may be deemed necessary. The Station
Property Control Officer will also be provided a copy of your
acceptance letter and you will sign the original CMR held by Station
Property pending the outcome of the investigation.

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4. You are authorized to designate one or more individuals to receipt for materiel for your account. You are to ensure that the list is updated when changes occur,

(Commanding Officer)

Signed copy to:
SPCO (Bldg 1.51, Stop 12A)

Copy to:
MAO

Figure 5-5--Sample Format for Letter of Appointment

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SQP FOR STATION PROPERTY CONTROL

SCHEDULE OF SEMIANNUAL INVENTORY

OCT/APR		NOV/MAY ACCOUNT NUMBERS		DEC/JUN		
01	22	47	67	88	7B	CF
02	29	48	68	90	7C	CH
05	30	51	69	91	7D	CJ
07	32	52	71	92	8B	BJ
08	33	58	75	95	BY	CL
12	35	59	78	96	CA	
14	40	5A	81	97	CB	
16	42	5B	82	98	CC	
18	44	5C	85	99	CD	
20	45	5F	86	7A	CE	
BK	CK	BW				
BX						

JAN/JUL		FEB/AUG ACCOUNT NUMBERS		MAR/SEP	
03	21	37	57	72	BA
04	23	38	5E	73	BB
06	24	39	60	74	BD
09	25	43	61	76	BE
10	26	46	62	77	BF
11	27	49	63	79	BG
13	28	53	64	80	BP
15	31	54	65	83	BQ
17	34	55	66	84	BR
19	36	56	70	89	BS
BA	41	BC	87	94	BT

NOTE: Units account numbers which are assigned are identified in Appendix "C"

Figure 5-6--Schedule of semiannual Inventory

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SOP FOR STATION PROPERTY

(UNIT HEADING)
Marine Corps Air Station
Cherry Point, North Carolina (Zip Code)

4400
(File Code)
Date

From: Responsible Officer, Account #_____
To: (Commanding Officer, Unit) (Directorate/Department)
Subj: ACCEPTANCE OF ACCOUNT #_____
Ref: (a) (RO assignment letter)

1. In accordance with the reference, a complete inventory of account #_____ based on the TAMCN's and NSN listed on the account #_____ CMR dated _____ has been conducted. I accept responsibility for the account.

(RO signature)

Copy to:
SPCO

Figure 5-7--Responsible Officer Acceptance Letter

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SOP FOR STATION PROPERTY CONTROL

(UNIT HEADING)

Marine Corps Air Station
Cherry Point, North Carolina (Zip Code)

4400
(File Code)
Date

From: Responsible Officer, Account #_____
To: (Commanding Officer, Unit) (Directorate/Department)

Subj: ACCEPTANCE OF ACCOUNT #_____

Ref: (a) (RO assignment letter)

Encl: (1) List of Discrepancies to Account #_____

1. In accordance with the reference, a complete inventory of account #_____ based on the TAMCN's and NSN's listed on the account #_____ CMR dated _____ has been conducted. I accept responsibility for the account with the exception of the items listed in the enclosure.

2. It is my opinion that the circumstances surrounding the loss of the property warrant an investigation. I recommend that you appoint an investigating officer and charge him to:

a. Determine the facts relating to the loss of the property.

b. Determine the responsibility and extent of the responsibility for the loss of the property. If the investigating officer cannot determine who is responsible for the loss, he should specify why he cannot determine it.

c. Recommend what action should be taken to account for the missing property.

(RO signature)

Figure 5-8--Responsible Officer Acceptance Letter

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LOSSES

<u>IAMCN</u>	<u>NSN</u>	<u>ALL</u>	<u>Q/H</u>	<u>±/±</u>	<u>U/E</u>	<u>I/E</u>	<u>SER#</u>
KG027	711001X000646	11	03	08	75.00	600.00	
KG012	711000C000397	08	04	04	165.00	660.00	
						1260.00	

GAINS

<u>IAMCN</u>	<u>NSN</u>	<u>ALL</u>	<u>Q/H</u>	<u>±/±</u>	<u>U/E</u>	<u>I/E</u>	<u>SER#</u>
KG011	711000C000398	05	06	01	499.00	499.00	
						499.00	

(Enclosure 1)

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SOP FOR STATION PROPERTY

(UNIT HEADING)
Marine Corps Air Station
Cherry Point, North Carolina (Zip Code)

5830
(File Code)
Date

From: Responsible Officer, Account #_____
To: Commanding Officer, Headquarters and Headquarters Squadron,
Marine Corps Air Station, Cherry Point, North Carolina
Via: (Directorate Head)

Subj: INVESTIGATION FOR GOVERNMENT PROPERTY

Ref: (a) MCD P4400.150C
(b) ASD P11016.2E

1. Per references (a) and (b), a JAG investigation for the following missing garrison property is requested.

<u>IAMCN</u>	<u>NSN</u>	<u>U/P</u>	<u>QTY</u>	<u>I/P</u>	<u>SER#</u>
--------------	------------	------------	------------	------------	-------------

(RO signature)

Copy to:
SPCO

Figure 5-9--Request For Investigation (Station Accounts)

AirStaD P11016.2E
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SOP FOR STATION PROPERTY CONTROL

(UNIT HEADING)

Marine Corps Air Station
Cherry Point, North Carolina (Zip Code)

5830
(File Code)
Date

From: Responsible Officer, Account #_____
To: Commanding Officer, (Unit), 2d Marine Aircraft Wing, Marine
Corps Air Station, Cherry Point, North Carolina

Subj: INVESTIGATION FOR GARRISON PROPERTY

Ref: (a) MCD P4400.150C
(b) ASD P11016.2E

1. Per references (a) and (b), a JAG investigation for the
following missing garrison property is requested.

<u>IAMCN</u>	<u>NSN</u>	<u>U/E</u>	<u>QTY</u>	<u>I/E</u>	<u>SER#</u>
--------------	------------	------------	------------	------------	-------------

(RO signature)

Copy to:
SPCO

Figure 5-10--Request for Investigation (Wing Accounts)

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SOP FOR STATION PROPERTY

UNITED STATES MARINE CORPS
Facilities Development Department
Marine Corps Air Station
Cherry Point, North Carolina 28533-5010

4400
LFMP
Date

From: (Unit Address)(Code:_____, Stop:_____)
To: Station Property Control Officer
Via: Commanding Officer, Headquarters and Headquarters Squadron
(Attn: Personnel Officer)(Stop: 23)

Subj: REQUEST FOR SUITCASE CENTER FOLDING

1. Request one suitcase center folding as initial/replacement
issue be made to the individual named below.

NAME	SSN	GRADE/RANK	DUTY PHONE
			Department Head/Supervisor
			(Date)

FIRST ENDORSEMENT

From: Commanding Officer, Headquarters and Headquarters Squadron
To: Station Property Control Officer (Stop 12A)

1. The service record of the above named individual indicates:
- () Initial issue made on _____ (date)
 - () Replacement issue made on _____ (date)
 - () No previous issue of suitcase center fold.

Commanding Officer/By dir

Figure 5-11 Request for Suitcase Center Fold

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(Date)

SECOND ENDORSEMENT

From: Station *Property* Contrnl. Officer
To: Commanding Officer, H&HS, (Stop 23)

1. Request the following entry be made on the appropriate page of the service record of the above named individual:

() Issue of one suitcase center fold, made on _____ (date)

2. Please return this form to station Property when action is completed.

Station Property Officer

(Date)

THIRD ENDORSEMENT

From: Commanding Officer, H&HS (Stop 23)
To: Station Pt-operty Control Officer

1. Entry has been made in the above individual's record as requested.

Commanding Officer/By dir

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SOP FOR STATION PROPERTY CONTROL

UNITED STATES MARINE CORPS
Facilities Development Department
Marine Corps Air Station
Cherry Point, North Carolina 28533-5010

4400
LFM
(date)

Pr-om: (Unit Address) (Code:_____, Stop:_____)
To: Station Property Control Officer
Via: (1) Commanding Officer, Headquarters and Headquarters
Squadron (Attn: Personnel Officer, Stop 23)
(2) Station Safety Officer, MCAS (Stop 1)

Subj: REQUEST FOR SAFETY BOOTS-MILITARY

1 Request below named individual be issued one pair of safety boots
, size _____, as initial/replacement issue.

NAME	SSN	GRADE/RANK	DUTY PHONE

Department Head/Supervisor			

(Date)

FIRST ENDORSEMENT

From: Commanding Officer, H&HS, Personnel Service Department
To: Station Property Control Officer
Via: Station Safety Officer, MCAS (Stop 1)

1. The service record of the above named individual indicates:
- () Initial issue made on _____ (date)
 - () Replacement issue made on _____ (date)
 - () No previous issue of safety boots

Department Head/Supervisor

(Date)

FIGURE 5-12 REQUEST FOR SAFETY BOOTS-MILITARY

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SECOND ENDORSEMENT

From: Station Safety Officer
 To: Station Property Control Officer

1. () Forwarded recommending approval.
- () Returned, disapproved. Work area is not considered a foot hazard area.

 Safety Officer

 (Date)

THIRD ENDORSEMENT

From: Station Property Control Officer
 To: Commanding Officer, H&HS, MCAS (Stop 23)

1. Request the following entry be made on the appropriate page of the service record of the above named individual:
 - () Issue of one pair of safety boots, size_____,made on_____
 - () Replacement issue on one pair of safety boots, size _____ made on _____.

2. Please return this form to the Station Property Officer when above action is completed.

 Station Property Officer

 (Date)

FOURTH ENDORSEMENT

From: Commanding Officer, H&HS, MCAS
 To: Station Property Control Officer

1. Entry has been made in the above individual's record as requested above.

 Commanding Officer/By dir

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MCAS 10460/1 (Rev 2-89)

OFFICE EQUIPMENT REQUEST FORM

FROM:	ROI	DATE
To: Facilities Development Officer	FOR FURTHER INFORMATION CONTACT: (NAME & TEL NO.)	
Via: Management Assistance Officer		

(Requests from 2d MAW must be approved by 2d MAW, G-4 and Comptroller)

TYPE REQUEST

<input type="checkbox"/> EQUIPMENT	<input type="checkbox"/> EQUIPMENT TRANSFER	<input type="checkbox"/> EQUIPMENT DISPOSAL	<input type="checkbox"/> OTHER OFFICE EQUIP. PROGRAM SERVICE
------------------------------------	---	---	---

EQUIPMENT DESCRIPTION/DATA

NOMENCLATURE:

MODEL NO.	YEAR	SERIAL NO.	PLANT ACCOUNT NO
-----------	------	------------	------------------

JUSTIFICATION: (MUST BE COMPLETE AND CLEARLY DEFINED)

SAMPLE

MAO		2D MAW G-4		2D MAW COMPTROLLER	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE

Figure 5-13--Office Equipment Request Form

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SOP FOR STATION PROPERTY CONTROL

CHAPTER 6

MAINTENANCE AND REPAIR OF EQUIPMENT

	PARAGRAPH	PAGE
GENERAL.....	6000	6-3
OFFICE/BARRACKS FURNITURE AND EQUIPMENT.....	6001	6-3
PERSONNEL SUPPORT EQUIPMENT (PSE).....	6002	6-3
OFFICE MACHINES AND DEVICES.....	6003	6-4
PLANT ACCOUNT AND MISCELLANEOUS PROPERTY.....	6004	6-4

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SOP FOR STATION PROPERTY CONTROL

CHAPTER 6

MAINTENANCE AND REPAIR OF EQUIPMENT

6000. GENERAL

1. The Facilities Development Department is responsible for the maintenance and repair of the following categories of equipment:

- a. Office machines and devices.
- b. Office furniture and equipment.
- c. Barrack furniture and equipment.

2. The Facilities Development Department will obtain maintenance and repair services through commercial contracts.

6001. OFFICE/BARRACK FURNITURE AND EQUIPMENT

1. Unit GPRO's should periodically inspect all office furniture and equipment for serviceability. As items are determined to be in need of repair or replacement, an appropriate request (Appendix B-10 or B-11) will be prepared and forwarded to the Station Property Control Branch. As replacement items are received, unserviceable items should be turned in (DIC A5J).

2. The SPCO maintains a furniture rehabilitation/repair program through a civilian (GSA) contractor. Repaired items are issued to fill valid back orders as they become available.

6002. PERSONNEL SUPPORT EQUIPMENT (PSE)

1. Personnel support equipment includes those items normally issued/used by an individual Marine within his/her own assigned living space. This includes wall lockers, beds, mattresses, pillows, linen, quarters type furniture, and that equipment used in quarters housekeeping functions such as buffers and vacuum cleaners.

2. The unit should establish a self help program to accomplish minor repairs to PSE items to the greatest extent possible. This program should include repair/replacement of wall locker locking systems, bolts, etc.; painting of wall lockers and metal beds; and replacement of handles, hinges screws, etc., on other PSE items such as secretary wall systems.

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a. Moving of PSE items, especially wall lockers and **secretary** units, from room to room, or between buildings, increases the possibility of damage and should be kept to a minimum.

b. Demonstrated repair requirement trends, such as a particular screw needing replacement in many like items, should be reported to the SPCO. Since the majority of these PSE items are procured through commercial contracts, this type of quality control feedback is essential in determining which contractors provide the best equipment.

3. Mattresses will be cleaned, sterilized, and limited technical inspections (LTI's) conducted in accordance with the procedures contained in the current edition of Air Station Order 4064.2, Laundry Services and Procedures. Mattresses which have been declared unserviceable by the Laundry Contractor will be turned in to the Station Property Control issue point (Building 151), accompanied by the Laundry Work Request declaring them unserviceable.

a. Mattresses requiring replacement will be exchanged one-for-one at the Station Property Control issue point as a normal weekly linen survey process.

b. Mattresses not requiring replacement will be turned in utilizing a DIC BWA transaction.

4. Pillows and linen which becomes unserviceable are replaced on a one-for-one basis at the Station Laundry as a function of the normal weekly linen survey process.

5. Quarters **type** furniture and housekeeping equipment (chairs, desk, etc.) are repaired/replaced in the same manner as office furniture as described in paragraph 6001 above.

6003. OFFICE MACHINES AND DEVICES

1. Maintenance and repair of most office machines and devices may be obtained by calling Facilities Development Department, extension 4.168. When calling for repair of these items, be prepared to furnish the item nomenclature, serial number, minor property number, where the item is located, location within the building, the name of the individual point of contact for the item, and a brief description of the problem.

6004. PLANT ACCOUNT AND MISCELLANEOUS MINOR PROPERTY. Repair of plant account and miscellaneous minor property indicated below may be obtained by submission of a work request to the Facilities Maintenance Officer. Facilities Maintenance will not repair any

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equipment that does not have a minor property or plant account tag affixed.

- a. Air conditioning equipment and oil space heaters.
- b. Water coolers/fountains and ice machines.
- c. Washers/dryers.
- d. Generators.
- e. Buffers/floor polishers.
- f. Refrigerators.
- g. Safes.

SOP FOR STATION PROPERTY

APPENDIX A

GLOSSARY OF TERMS

The following definition of terms used in this Manual and in day-to-day dealings with Station Property Control is included to ensure complete understanding of Station Property Control procedures.

1. ACTIVITY ADDRESS CODE (AAC). A six position alphanumeric code assigned to identify units, activities, or organization authorized to ship or receive materiel, documentation, or billing. The first position of the code is the service code (M for Marine Corps units), the other five digits identify the specific unit.
2. BACK ORDER. An established requirement registered within the system. In the case of a using unit, back orders to the responsible unit appear on the backorder list as a back: order quantity for a particular document number processed as a ZDA requisition. When the back: order is issued the item is automatically dropped from the backorder file.
3. COMMANDING OFFICER/OFFICER IN CHARGE. For the purpose of these instructions relative to garrison property operations, the term "commanding officer" refers to the commanding officer of a separate company or battery, battalion, squadron, regiment, group, or comparable unit below the general officer level. The term "officer in charge" refers to the officer in charge of the Marine Corps Air Station directorate organization below the general officer level, as appropriate.
4. CONTROLLED ITEMS. Items listed in the controlled items header file used in conjunction with the current edition of MCO P4400.182, Regulated /Controlled Item Management Manual, which must be reported to the Marine Corps Logistics Base, Albany, Georgia.
5. EXECUTIVE FURNITURE/FURNISHINGS. Executive type office furniture and furnishings are:
 - a. Those items covered by Federal Supply Schedules of executive type office furniture or by federal standards and specifications which have an "executive line" or office furniture and furnishings.
 - b. Those items generally known, or considered by the trade, as the "executive line" of office furniture and furnishings. These include, but are not limited to, executive style desks, table:, telephone stands, cabinets, bookcases, chairs, and rugs. Executive

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type furniture is specifically authorized for certain individuals based on rank or billet assignment by, and will only be requisitioned in accordance with, the current edition of MCO 10160.8_ (Personnel Support Equipment for Unaccompanied Personnel Housing and Furniture for Administrative Offices and Dining Facilities).

6. EXPENDABLE SUPPLIES. All consumable supplies and repair parts, regardless of price, and other items, of supply not defined as nonexpendable property.

7. GARRISON PROPERTY/EQUIPMENT. Those items of property/equipment intended for garrison use which are controlled by the Director of Facilities for budgetary purposes; e.g., barracks furniture and equipment, water coolers, fans, office machines, furniture and equipment, dining facility equipment, and semifixed heating and cooling equipment such as space heaters and window air conditioners. This category includes all items meeting the criteria of Class 3 and 4 Plant Account property. All MCAS property in the hands of FMF units is listed in the Commanding General's Allowance List, as garrison property. Garrison property and equipment is accounted for under two different systems, depending on the original acquisition cost of the item involved. Garrison property items with a unit cost of \$5,000 or more are accounted for by the Cost/Property Accounting Branch of the Comptroller Department as Plant Account items. Items with a unit cost less than \$5,000 are accounted for by Station Property Control as detailed in this Manual. Minor property is referred to as office machines and labor saving devices having a unit price of less than \$5,000.

8. INVESTIGATION. An investigation is a procedure which affords the commanding officer a means of determining the facts relating to the loss, damage, or destruction of government property; determining the present condition of such property; and/or determining the responsibility and extent of responsibility for the current condition of the property. Investigations will be conducted in accordance with the JAG Manual and the current edition of MCO 4400.150, Consumer Level Supply Manual.

9. LOADED UNIT BALANCE FILE (LUBF). This is the primary SASSY file through which all transactions affecting a using unit must pass. Each NSN for which a using unit processes a transaction within the Station Property Control SASSY system will have an entry on that unit's LUBF.

10. NONEXPENDABLE SUPPLIES. All serialized ordnance items; office machines and devices; hand instruments; items that have either a manufacturer's or Marine Corps serial number which allows positive identification; controlled items (as per current edition of MCO

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P4400.82, Regulated/Controlled Items Management Manual); items designated in writing by the commander as being of highly negotiable nature or as requiring special control; and all other items having a unit value of \$800 or more.

11. OFFICE LABOR SAVING DEVICES. Office equipment such as, but not limited to, typewriters, calculators, adding machines, duplicators, shredders, copying machines, micrographics equipment, cash registers and multilith machines or any electrically operated office equipment identified by plant account or minor property tags. This category does not include automated data processing equipment.

12. PLANT ACCOUNT PROPERTY - CLASS 3 AND 4. Includes all Marine Corps and Navy owned personal property of a capital nature having an estimated or actual initial acquisition cost of \$5,000 or more. The criteria for determining Class 3 and 4 Plant Account, and those items of equipment which are specifically included or excluded from this category, are listed in the NAVCOMPT Manual, Volume III, Chapter VI.

13. RESPONSIBLE OFFICER. An individual appointed by a unit commanding officer/officer in charge who is directly responsible for the material within his/her assigned account and who is authorized to sign for additions or deletions in that account.

14. RESPONSIBLE UNIT. A unit/section within a using activity that requires supply support. As used in this Manual, the Responsible Unit is the sub unit/section to which the GPRO assigns garrison property for end use.

15. UNIT GARRISON PROPERTY RESPONSIBLE OFFICER (GPRO). The appointed individual who performs the garrison property control function within the using unit, a SNCO, officer, or civilian, as appointed by the commanding officer/officer in charge.

16. USING UNIT. As used in this Manual, a using unit is the unit or activity which maintains a garrison property account with Station Property Control and has a unit GPRO assigned.

SOP FOR STATION PROPERTY CONTROL

APPENDIX B

DOCUMENT FORMATS

<u>Documents</u>	<u>PAGE</u>
Report of Lost, Damaged, Destroyed, or Missing Government.....	B-2 - B-6
Inventory/Miscellaneous Gain Transaction.....	B-7
Inventory/Miscellaneous Loss Transaction.....	B-8
Additional Demand/Requisition.....	B-9 - B-10

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4400
SUP

(DATE)

Subj: REPORT OF LOST, DAMAGE, DESTROYED, OR MISSING GOVERNMENT
PROPERTY

Encl: (1) Individual Statement

1. As per references (a) and (b) the following report is submitted.
2. The below listed articles of government property on charge to me have been lost, damaged, destroyed, stolen.

<u>Nomenclature</u>	<u>NSN</u>	<u>Qty</u>	<u>U/P</u>	<u>I/P</u>
---------------------	------------	------------	------------	------------

3. Listed below are my rights concerning the loss, damage, or destruction of government owned property.

- a. There is no administrative process requiring reimbursements.
- b. In appropriate case, judicial action to recover damages may be done freely and voluntarily.

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c. An offer to reimburse the Government through cash sales must be done freely and voluntarily.

d. No threat of disciplinary action or offer to withhold such actions shall be made to an individual to influence that persons decision whether to accept responsibility for loss, damage, or destruction of Government property and to voluntarily reimburses the Government.

e. Voluntary offers to reimburse the Government for loss, damage, or destruction does not relieve an individual from the consequences of wrongful acts.

f. A voluntary reimbursement for the loss of, damage or destruction to, Government property will be considered as a free act for personal reasons and will not be simply an admission of responsibility for fault or negligence for any purpose.

g. The individual has the right to consult a judge advocate, if reasonably available in the geographic area, prior to a voluntary reimbursement.

4. I certify that I have been counseled by a disinterested, impartial, commissioned officer not in my chain of command, I further certify and acknowledge by my signature that paragraphs a through g above have been explained to me. That I understand the nature of a reimbursement sale and my rights to consult with a judge advocate. I hereby exercise the following rights.

- a. ____ I do desire counsel by a judge advocate.
- b. ____ I knowingly waive my right to counsel by a judge advocate.
- c. ____ I freely and voluntarily desire to reimburse the Government for the items listed in paragraph 1 above.
- d. ____ I do not desire to reimburse the Government for the items listed in paragraph 1 above.

SIGNATURE (INDIVIDUAL) DATE

(PRINT) COUNSELING OFFICERS NAME, RANK, TITLE

SIGNATURE (COUNSELING OFFICER) DATE

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Case of _____
(Last Name) (First Name) (MI)

1. Statement of facts: Include date/time loss discovered, general location of loss, date/time loss reported, and to whom loss was reported.

[illegible]

Enclosure (1)

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HEADING

4400
SUP

DATE

(As Appropriate) ENDORSEMENT on _____'s ltr 4400 SUP of _____

From: OIC/Director/Immediate Supervisor (As Appropriate)

To: Commanding Officer, (Individual Unit)

Subj: REPORT OF LOST, DAMAGED, DESTROYED, OR MISSING GOVERNMENT
PROPERTY

1. Readdressed and forwarded.

2. It is recommended **that the** -following **action(s)** be administered.

a. _____ Hold individual accountable as per the applicable
directives.

b. _____ Not hold individual accountable because (justify) _____

(Appropriate Signature) Date

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UNIT HEADING

4400
SUP

(As Appropriate) ENDORSEMENT on _____'s ltr 4400 SUP of
(Date).

From: Commanding Officer, (Individual Unit)

To: GPRO, (Unit/Account)

Subj: REPORT OF LOST, DAMAGED, DESTROYED, OR MISSING GOVERNMENT
PROPERTY

1. Readdressed and forwarded.
2. You are directed to accomplish the following action(s) as per the applicable directives.
 - a. _____ Effect a cash sale with unit supply officer, if individual volunteers reimbursement.
 - b. _____ Initiate disciplinary action.
 - c. _____ Forward to SPCO to drop property from accounting records.

SIGNATURE (COMMANDING OFFICER) DATE

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SOP FOR STATION PROPERTY

INVENTORY/MISCELLANEOUS GAIN TRANSACTION (D8_)

Date

From: Responsible Officer Account_____

To: Station Property Control Officer

Subj: REQUEST APPROVAL OF CMR CHANGES

1. The following is submitted for approval.

TAMCN	NSN	NOMENCLATURE	CMR QTY	O/H	+/-	U/P	T/P

2. Explanation of loss/gain

I do/do not wish to reimburse the government
for the subject Inventory Loss/Gain_____
R.O. SIGNATUREI have reviewed the above discrepancy and have
determined there is/is not any fault or
negligence involved._____
C.O. SIGNATURE
(if applicable)

From: Station Property Control Officer

Date_____

_____ Drop/Gain in accordance with MCO P4400.150_

_____ Forward for approval

_____ Forwarded recommending disapproval, return for investigation.

SPCO Signature

From: Director of Facilities

_____Approved _____Disapproved

Director of Facilities
Signature

MAL Document number _____

CMR/YRU initial _____

AirStaO P11016.2E

10 JUL 1991

SOP FOR STATION PROPERTY

INVENTORY/MISCELLANEOUS LOSS TRANSACTION (D9_)

From: Responsible Officer Date_____

To: Station Property Control Officer

Subj: REQUEST APPROVAL OF CMR CHANGES

1. The following is submitted for approval.

TAMCN	NSN	NOMENCLATURE	CMR QTY	O/H	+/-	U/P	T/P
-------	-----	--------------	---------	-----	-----	-----	-----

2. Explanation of Loss/Gain

I do/do not wish to reimburse the government
for the subject Inventory Loss/Gain. _____
R.O. SIGNATURE

I have reviewed the above discrepancy and have
determined there is/is not any fault or
negligence involved. _____
C.O. SIGNATURE
(if applicable)

From: Station Property Control Officer Date_____

_____ Drop/Gain in accordance with MCO P4400.150_

_____ Forward for approval

_____ Forwarded recommending disapproval, return for investigation.

SPCO SIGNATURE

From: Director of Facilities _____ Approval _____ Disapproved

Dir of Facilities
Signature

MAL Document number _____

CMR/YRU initials _____

AirStaD P11016.2E

10 JUL 1991

Heading

4400

SUP

DATE

From: Responsible Officer Account #_____
To: Station Property Control Officer

Subj: REQUEST FOR EQUIPMENT (ZOA)

Ref: (a) ASD P11016.2E

1. Per the reference, the requested equipment with appropriate justification for each item is hereby submitted.

TAMCN	NSN	NOMEN	O/H	ALLOW	REQUESTED
-------	-----	-------	-----	-------	-----------

1.

2.

3.

Justification:

1.

2.

3.

R.O. Signature

10 JUL 1991

SOP FOR STATION PROPERTY CONTROL

APPENDIX C

<u>ACCT_#</u>	<u>UNIT</u>	<u>ACCT_#</u>	<u>UNIT</u>
01	H&HS STATION	48	NREA
02	SOES	43	RASC
03	HQ MAG 14	51	MATERIAL DEPT
04	AIR OPERATIONS	52	STATION SAFETY
05	NABEF	53	DIR OF OPERATIONS
06	STA ADJUT	54	DIR OF FACILITIES
07	RSU	55	MAO
08	COM ELECT	56	STATION INSPECTOR
09	FAC DEVELOPMENT	57	JOINT PUBLIC AFFAIRS
10	DISBURSING	58	AIR TRAFFIC CONTROL
11	FIRE DEPT	59	CIV PERS DEPT EX 332
12	STATION PROPERTY CONTROL	5A	RECEIVING DIVISION
13	NAVAL HOSPITAL EXT 101	5B	STORAGE DIVISION
14	MOTOR TRANSPORT	5C	FUEL DEPARTMENT
15	SECURITY (PMO)	5E	PER PROP, PASS TRANS
17-16	PSI-32 STATION TRAINING	5F	TRAFFIC DIVISION
18	MWHS 2	60	MWR DIRECTORATE
19	MWSG 27	61	CHAPLAIN
20	STA WEAP DEPT ORD	62	AUDITORS (NAVY)
21	EOD	63	NAMTRADETS
22	AERIAL TARGETS	64	VMA 542
23	STAFF SECRETARY	65	VMA 231
24	MACS 6	66	VMA 332
25	MASS 1	h7	FASO
26	MWSS 271	68	INV CONTROL DEPT
27	PLANNING AND ADMIN DEPT	69	3RD LAMM
28	MAG 41, DET "C"	70	VMGRT 252
29	MWSS 274	71	FAC MAINT
30	OPS/AERIAL TARGETS	72	VMA 533
31	DISASTER CNTRL EQUIP	73	VMAQ 2
32	CSSD 21	74	VMA 223
33	VMGRT 253	75	FAC MAINT
34	JOINT LAW CENTER	76	MWR
35	VMAT 224	77	UNACC HOUSING
36	VMAT 203	78	NIS
37	2ND LADD	79	BT-11
38	H&HS 28	7A	MAINT AND REPAIR
39	FOOD SERVICE	7E	MAINT AND REPAIR
40	VET SERVICES	7C	MAINT AND REPAIR
41	STA PROP CNTRL W/H	7D	MAINT AND REPAIR
42	FACILITIES MAINT	80	BOATDOCKS
43	DEFENSE INVEST SVC	81	ATLANTIC FIELD
44	VMA 331	82	MWCS 28

10 JUL 1991

SOP FOR STATION PROPERTY CONTROL

APPENDIX C

ACCT_#	UNIT	ACCT_#	UNIT
45	FISCAL DIRECTORATE	83	MALS 14
46	FAC ENG DEPT	84	MALS-H&HS-32
47	HOUSING DEPARTMENT	85	FAC MAINT
86	FAMILY SERVICE CNTR	92	STATION DUPLICATING
87	OLSD	94	CONTRACTING
88	12TH DENTAL	95	ARMORY
89	FAC SUP CONTRACT DEPT	96	HEALTH CLINIC
8A	STATION CMS	97	CRASH CREW
8B	COMM ELECT DEPART	98	POST OFFICE
90	QUANTITY ASSURE DEPT	99	DRMO
91	JOINT DRUG AND ALCOHOL		

BARRACK ACCOUNTS

ACCT_#	UNIT	BKS_#	ACCT_#	UNIT	BKS_#
BA	MAG 14	202	CA	H&HS	4198
BB	MAG 32	203	CB	H&HS	4197
BC	MWSG 27	208	CC	MAG 32	4200
BD	MACG 28	231	CD	MWSG 27	4201
BE	MAG 14	232	CE	MAG 14	4199
BF	MWGS 27	200	CF	MAG 14	4295
BG	MWHS 2	204	CH	MACG 28	4296
BK	MWCG 28	207	CJ	HOUSING	3673
BP	MAG 32	209	CK	MACG 28	3742
BQ	MWHS 2	4169	CL	MAG 14	4294
BR	MAG 32	4166	CM	<i>SNCO Briefing</i>	
BS	MALS 32	4167			
BT	MALS 32	4168			
BV	SOES	206			
BX	CSSD 21	201			
BY	H&HS	218			



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO P11016.2E Ch 1
LFMP
16 Mar 1992

AIR STATION ORDER P11016.2E Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR STATION PROPERTY
CONTROL

1. Purpose. To direct pen changes to the basic Manual.

2. Action

a. Change Management Assistance Office (MAO) to read Director of Facilities throughout the order.

b. On page C-1, under "ACCT #" add "17" and under "UNIT" add "PSD-32."

c. On page C-2, "ACCT# 84", change "H&HS-32" to read "MALS-32."

d. On page C-2, Barrack Accounts, under "ACCT #" add "CM" and under "UNIT" add "SNCO Billeting."

3. Summary of Changes. The changes reflect realignment of the Office Labor Saving Devices function and responsibilities from the Management Assistance Office to the Director of Facilities.

4. Filing Instructions. This change transmittal will be filed immediately behind the signature page of the basic Manual.

5. Certification. Reviewed and approved this date.


Chief SAVAGEff

DISTRIBUTION: A-2 plus SPCO (100) and LF (10)